EXPENSE REPORT EXAMPLES

CLOTHING/BOOTS

2 items Sort By: ∨ ↓

Mon, Jul 8

Boots/Footwear .... 150.00 USD
Steel Toe Boots ❗

Cold Weather Gear .... 33.50 USD
Gloves ❗

You can attach more than one item to each expense report.

Expense Line

Date ★ 07 / 08 / 2019 📅 — *Date of Expense*

Expense Item ★ ✕ Boots/Footwear ☰ — *Expense Item*

Total Amount ★ 150.00 — *Total amount, up to reimbursement limit.*

Currency ★ ✕ USD ☰

Memo Steel Toe Boots — *Not required, but helpful*

*Cost Center ✕ 5210 District 1 Construction ☰

*Function ✕ 010 Administration ☰

*Location ✕ Jefferson RCE ☰

Project ☰

*Additional Worktags ✕ Appropriation: S44 Highway Division ☰
✕ Fund: 0143 DOT Operating Fund-84

Billable ☐

Instructions

1. For employees with job assignments requiring a specific type of footwear required type of footwear which meets the Appointing Authority's safety sta hundred fifty dollars ($150.00) during a two (2) year period.
(1) The first two year period will commence on July 1, 2017, and will end Ju
(2) Each subsequent two year period following the above period, or
(3) A two year period commencing on the employee's employment date.
2. Approval must be provided by the Appointing Authority before any purch
3. Actual itemized receipts are required for reimbursement. Employees mus purchase on the receipt. See Procedure 204.250, 1.
4. Footwear purchased by employees must meet or exceed the Appointing

Item Details

Actual Receipt Amount 153.26 — *This is the actual receipt amount.*

Itemization

Remaining Amount to Itemize   150.00/150.00 USD

Non-Recurring Charges

(Add) — *The DOT does not currently use this feature. **Please do not use.***

Attachments from File

Drop files here
or
(Select files)

When attaching your receipt at the attachment tab, please click the Receipt Included box.

Receipt Included ☑

LODGING

Expense Line

Date of Lodging

Date   *   07 / 02 / 2019 📅

Expense Item   *   × In-State Lodging   ☰   → Expense Item

Total Amount   *   72.80   → Total amount for the day

Currency   *   × USD   ☰

Memo

*Cost Center   × 5410 Office of Traffic Operations   ☰

*Function   × 010 Administration   ☰

*Location   × Budget And Business Systems   ☰

Project   ☰

*Additional Worktags   × Appropriation: S44 Highway Division   ☰

     × Fund: 0143 DOT Operating Fund-84

Billable   ☐

Add a line for each day of lodging.

Instructions

A receipt is required for lodging expense incurred.

In-state reimbursement limit: $65.00 plus tax.

General instructions for claiming lodging:

- "Destination Location"- report the city/county of the lodging.
- "Actual Receipt Amount"- report the actual cost of the lodging, including tax.
- "Total Amount"- report the amount to claim for reimbursement up to but not
- (Add additional instructions for itemization)

Item Details

Hotel   ☰

Destination   *   × Dubuque, Iowa, United States of America   ☰   ← **Destination of Travel**

Actual Receipt Amount   *   218.4   ← **Actual receipt amount for total stay.**

Itemization

Remaining Amount to Itemize   72.80/72.80 USD

Non-Recurring Charges

   (Add)   ← **The DOT does not currently utilize this feature. Please do no use.**

Attachments from File

Drop files here

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3 Items   Sort By: ⌄ ↓

Wed, Jul 3

In-State Lodging   72.80 USD

Tue, Jul 2

In-State Lodging   72.80 USD

Mon, Jul 1

In-State Lodging   72.80 USD

IOWA DOT   workday. | EDUCATION

PROJECT CODES

Header   Attachments   Expense Lines

Add

Click here to add additional expense items.

Add attachments here as one file.

2 items   Sort By:

Mon, Jul 1

In-State Combined - Lunch/Dinner   27.83 USD

In-State Lodging   72.80 USD

You can have multiple expense items on each expense report.

Expense Line

Date of Expense

Date   *   07 / 01 / 2019

Expense Item   *   ✕ In-State Lodging

Expense Item

Total Amount   *   72.80

Total amount, up to reimbursement limit.

Currency   *   ✕ USD

Memo

*Cost Center   ✕ 5410 Office of Traffic Operations

*Function   ✕ 010 Administration

*Location   ✕ Budget And Business Systems

Project   ✕ SPR-TCNT(19)--8H-00

*Additional Worktags   ✕ Appropriation: S44 Highway Division

✕ Fund: 0143 DOT Operating Fund-84

✕ Region: 00 No County

Project code added here, if expense is tied to a project. It can also be added on the Header page.

Billable ☐

Instructions

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General instructions for claiming lodging:

- "Destination Location"- report the city/county of the lodging.
- "Actual Receipt Amount"- report the actual cost of the lodging, including tax.
- "Total Amount"- report the amount to claim for reimbursement up to but not e
- (Add additional instructions for itemization)

Item Details

Hotel

Travel Destination

Destination   *   ✕ Dubuque, Iowa, United States of America

Actual Receipt Amount   *   72.8

Actual Receipt Amount, this may be different than Total Amount

Itemization

Remaining Amount to Itemize   72.80/72.80 USD

Non-Recurring Charges

Add

The DOT does not currently utilize this feature. **Please do not use.**

Attachments from File